



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

VIA ELECTRONIC MAIL

January 31, 2013

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

BOARD ORDERED BUILDING SECURITY AUDIT

On January 8, 2013, the Board of Supervisors introduced a motion requesting a safety assessment of all County facilities and instructed the Chief Executive Office (CEO) to report back with recommendations regarding any necessary improvements to enhance security in and around our County facilities (attached). In response to this motion, the CEO is requesting all County departments complete the Annual County Building Security Audit no later than **Friday, February 28, 2013**.

The County Building Security Audit consists of a web survey (accessed via the internet at <https://survey.lacounty.gov/LACounty/se.ashx?s=645F266E473C099C>) that requires each County Building Manager to conduct a security assessment of their respective County facility, whether it is County-owned or leased.

The audit is an on-site examination of the building or office and its immediate surroundings to determine security measures presently in force, practices in need of modification, or procedures that may need to be implemented to bring the facility up to appropriate standards. In cases where County departments share a building (co-tenants), each department shall prepare an audit for their respective office in the shared building, *in addition to* the overall building assessment conducted by their County Building Manager. The appraisal should also include any security enhancements that may have been implemented over the course of the assessment period. For this exercise, it is recommended that a blank copy of the audit be printed and completed prior to proceeding with the online submission.

Once the on-line survey has been completed, the person(s) responsible for completing the audit is required to notify department management of their findings. A summary of the findings will be provided to the Board and an individual summary to each department.

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Your cooperation will assure a sound and secure Los Angeles County workplace for our employees and the public. If you have any questions, please feel free to contact Sergeant Aldo Iturriaga at (213) 893-2069 or Adiel Vasquez at (213) 974-2628 at the Office of Security Management.

WTF:GAM:AC
DC:llm

Attachment

CEO.Bldg Sec Audit.m.013113